

Job Opportunity Bulletin

Post Date: 3/8/2017

STUDENT ASSISTANT

Salary: \$1,820.00-\$2,452.00
Temporary, Intermittent
FINAL FILE DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-131-4870-XXX**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Rob Whitlock

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Rob Whitlock
Number: (916) 322-7660
Email:
Robert.whitlock@dds.ca.gov

The Department of Developmental Services' (DDS) Accounting Section is currently seeking a Student Assistant to work in a fast-paced environment.

The Student Assistant inputs payable/journal entry (including but not limited to salary advances, travel claim expenses, vendor payments, etc.) batches into CalSTARS for Headquarters and Developmental Centers.

For continuance of appointment, Student Assistant must be enrolled and registered in an accredited college or university carrying a minimum of six semester or eight quarter units. **Must be Business or Accounting and/or Business major.**

For complete duties, please see the duty statement below.

Desired Knowledge and Abilities:

- Must be dependable and maintain good attendance
- Ability to read and write English clearly
- Ability to follow specific oral and written instructions
- Ability to file using numerical and alphabetic filing systems
- Knowledge of Microsoft Word, Excel and Outlook

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

ADDITIONAL INFORMATION: If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. ***Please include a copy of your most recent transcripts from an accredited college or university and position #473-131-4870-XXX on your application and any documentation (i.e. copy of transcript) necessary to verify meeting the minimum qualifications.*** The Minimum qualifications (MQ's) will be verified prior to interview and/or appointment.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISION OF ADMINISTRATIVE SUPPORT
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION
PAYABLE UNIT**

DUTY STATEMENT

NAME: EMPLOYEE**JOB TITLE:** STUDENT ASSISTANT**POSITION #:** 473-131-4870-XXX

SUMMARY: The Student Assistant reports to the Accounting Administrator II in the Accounting Section. The Student Assistant will be responsible for keying, auditing and processing contracts, review purchase orders and miscellaneous invoices for completeness and accuracy.

ESSENTIAL FUNCTIONS:

- 40% Incumbent enters data information such as salary advances, travel claim expenses, etc. into the California State Accounting and Reporting System (CalStars).
- 25% Incumbent also uses manual typewriter for issuance of revolving fund checks, salary advances, contracts and small business emergency items.
- 10% Prints and distributes claim schedules to staff for auditing and releasing.
- 10% Incumbent assists in the maintenance, reconciliation and balance of reports against reimbursement and payment data from ICFs.

NON ESSENTIAL FUNCTIONS:

- 5% Assists Office Technician with the distribution of incoming mail and supplies ordered for Accounting Staff.
- 5% Assists and serves as backup to Administrative Assistant I, answering and screening phone calls for the Administrative Division.
- 5% Serves as back up for the delivery of confidential documents when Office Technician is unavailable, will utilize state issued vehicle

WORKING CONDITIONS: Open-spaced partitioned office, ability to move about, stand, reach, stoop or bend. Employee may be required to sit for long periods of time using a keyboard, monitor and mouse. Computer will be used daily approximately 80% - 85% of the time on the following software applications (i.e. Microsoft Excel, and Word). Must be able to use various office machines; copier, scanner, fax, etc.). Required to possess valid driver's license.

JOB TITLE: STUDENT ASSISTANT

POSITION #: 473-131-4870-XXX

DESIRABLE QUALIFICATIONS:

Knowledge of: Microsoft Word; including Word, Excel and Outlook; modern office methods, supplies and equipment; Business English and correspondence.

Ability to:

- Communicate effectively (both verbally and written)
- Excellent computer skills
- Possess good interpersonal skills
- Ability to work independently and in a team environment
- Ability to organize and prioritize multiple work assignments.
- Ability to promote a positive work environment and relationship with others

CERTIFICATION OR LICENSE: None

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.